Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development:

On September 10, 2010, the Department of Economic Security, Arizona Early Intervention Program (DES/AzEIP) presented to the Interagency Coordinating Council (ICC), an overview of the Annual Performance Report (APR), AzEIP's available data related to APR Indicators, and preliminary reasons for progress and slippage. DES/AzEIP convened the Annual AzEIP Stakeholder meeting on November 12, 2010, during which the final data for all Indicators except 2 and 14, the reasons for progress and/or slippage and the improvement activities were presented and discussed. DES/AzEIP revised and refined the descriptions of progress and/or slippage and the improvement activities based on stakeholder input, and staff planning. A draft of each indicator was posted to the DES/AzEIP website for public review and input until January 14, 2011. DES/AzEIP presented final data and improvement strategies with a verbal description of progress and slippage, to the ICC on January 14, 2011. The ICC voted to certify the APR, at that time. The State will post the final Annual Performance Report on the DES/AzEIP website.

The Arizona Early Intervention Program used the following sources for completing this indicator:
   ❖ State data system
   ❖ Arizona's SPP and APR
   ❖ OSEP Self-Scoring Rubric for Indicator 14
   ❖ OSEP data submission guidelines
   ❖ Data desk audits
   ❖ Monitoring data from site visits

In addition, Arizona reviewed OSEP's *Data Accuracy: Critical Elements for Review of SPPs*, the information presented during the Data Meeting in June 2010 and the technical assistance calls.

The actual target data were presented at the ICC meeting on January 14, 2011. Information about improvement activities completed and progress in meeting the target was disseminated.

Monitoring Priority: Effective General Supervision Part C / General Supervision

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Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

(20 U.S.C. 1416(a)(3)(B) and 1442)

> **Measurement:** State reported data, including 618 data, State performance plan, and annual performance reports, are:
> a. Submitted on or before due dates (February 1 for child count and settings and November 1 for exiting and dispute resolution); and
> b. Accurate, including covering the correct year and following the correct measurement.
>
> States are required to use the "Indicator 14 Data Rubric" for reporting data for this indicator (see Attachment B).

FFY	Measurable and Rigorous Target
FFY 2009	**100%**

Actual Target Data for FFY 2009:

<mark>97.1%</mark>

Discussion of Improvement Activities Completed <u>and</u> Explanation of Progress or Slippage that occurred for FFY 2009:

- Arizona did not meet the target of 100% for this indicator.

- AzEIP's data system is comprised of 3 child record databases (DES AzEIP ACTS, ASDB ECFE, and DES DDD Focus. These databases are not live and online and therefore there are time delays between the entry of data and the State's ability to review and analyze it for completeness, reliability and validity. These databases have some differences in structure and therefore the process of converting them to a single format and merging them into a single central database is a complex process. If changes are made to any of the separate databases, changes must also be made to the conversion and merging processes and to the data analysis process as well. Changes made during FFY 2009 related to contracting structures, data collection requirements, reporting requirements resulted in challenges to the data system. DES AzEIP has received and continues to receive technical assistance and support from the Data Accountability Center and the DES Division of Technology Services, Systems and Programming to address these challenges.

- As noted in the C-14 data rubric, AzEIP experienced slippage related to Indicator 2, Settings data, Indicator 5 and 6, Child Count data.

  - Indicator 5 and 6, Child Count: During the development of Indicators 5 and 6, Child Find, for this APR, child find data was reviewed to identify regional or program trends that might account for the slippage. The analysis did not reveal any changes in referral, eligibility, or IFSP data that would account for a lower child count compared to 2008 child find data.

    <mark>Overall child count data collection continued to improve during 2008-2009. However, in the spring of 2010 it was determined that data entry for new children was not timely for one large partner agency, resulting in the exclusion of some newly eligible children in the 2009 child count taken on December 1, 2009. The State's plan for correcting this issue is reflected in a) the improvement activity, "Conduct monthly review of submitted data for completeness and accuracy" listed in Indicator 5 and 6, and b) the improvement activities from Indicator 14 regarding data management, editing and validation, and analysis</mark>

    Because the review of child find data did not reveal the underlying causes of the slippage in child counts, further steps were taken to review the child data. The data processing code used to compile the 2009 child count was reviewed and analyzed to determine whether the code changes made in November and December of 2009 may have resulted in undercounting of active IFSPs. The code review revealed two issues that did in fact lead to undercounting: one issue was related to initial IFSP dates, and the second issue was related to children who transferred between local early intervention programs. These two code issues resulted in some children with active IFSPs being excluded from the child counts through the data processing and reporting procedures. Adjustments and corrections are being developed for the child count data compilation process for the February 1, 2010 618 Table 1, Report of Infants and Toddlers Receiving Early Intervention Services data reported to OSEP; DES AzEIP hopes to have those adjustments and correction in place before the report due date of February 1, 2011.

  - Indicator 2, Settings: During the development of this APR, the Table 2- Program Settings

results were reviewed to identify regional or program trends that might account for the slippage in children receiving their services in settings other than home or community-based. The team based model implemented by AzEIP in 2008 places very strong emphasis on the provision of services in natural environments, and local program invoice data demonstrated very high levels of performance on this measure. Table 2 reports based on those same local programs, however, produced results showing low levels of performance on this indicator, contradicting the evidence from invoices and file reviews. Because of this contradiction between the two information sources, the data processing code used to compile the 618 Table 2- Program Setting report was reviewed to determine whether the code was accurately identifying settings for individual children. The code review revealed that settings data from team-based model programs was being transposed by the report compilation process. Adjustments and corrections are being developed for the settings data compilation process for the February 1, 2010 Table 2 Program Settings Report; DES AzEIP hopes to have those adjustments and correction in place before the report due date of February 1, 2011.

- With assistance form the Data Accountability Center, Arizona has done considerable work on the development and implementation of data editing and validations processes, as well as system management and documentation procedures. This work has produced strong positive results with DES AzEIP local program contractor data collection and reporting. Related activities include the utilization of several data analysis tools to review all databases on a regularly scheduled basis. These tools identify data errors and incomplete records, and are also used to verify correction of data errors and completion of child records. Targeted technical assistance was provided by DES AzEIP staff and TAMS to new and continuing team-based model programs to review data collection requirements, and to ensure data reliability.

Improvement Activity	Timelines	Status
Engage OSEP-funded technical assistance centers, i.e. Mountain Plains Regional Resource Center (MPRRC) and the Data Accountability Center (DAC), to support AzEIP in modifying general supervision, including establishing data editing and validations processes and system management procedures.	December 2010	DAC will return in May 2011 to help evaluate implementation of integrated monitoring, and data routines and validations processes.
Implement data editing and validations processes in order to identify unusual findings in a timely manner, including regular review/monitoring of programs/public agencies' practices in collecting, editing and reporting data.	July 2010	Focus has been primarily with DES/AzEIP local program contractors. Results have been very positive; data timeliness, accuracy, validity and completeness have improved significantly.
Implement system management and documentation procedures to ensure collection and reporting of accurate and timely data, including data collection, editing and validation, and reporting	July 2010	Focus has been primarily with DES/AzEIP local program contractors. Results have been very positive; data timeliness, accuracy, validity and completeness have improved significantly.
Provide targeted and general technical assistance through Regional meetings, on-site and phone meetings with TAMS and/or DES/AzEIP staff, written guidance/clarification and other strategies. Technical assistance will address: o Policies and procedures, o IDEA requirements, o Data collection and reporting requirements o Data systems and resolution of production issues	July 2010 and ongoing	Targeted technical assistance provided to new DES/AzEIP team based local program contractors resulted in rapid progress toward meeting data collection and reporting requirements.

Revisions, <u>with Justification</u>, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2010

APR Template – Part C (4)

<u>   Arizona   </u>
State

Original Improvement Activities to which Revisions are made	Original Timelines	Revision	Justification
Implement data editing and validations processes in order to identify unusual findings in a timely manner, including regular review/monitoring of programs/public agencies' practices in collecting, editing and reporting data.	July 2010	July 2010- June 2012	DES AzEIP proposes to maintain this improvement activity as written, but to direct primary focus and support to DDD and ASDB in the next two years.
Implement system management and documentation procedures to ensure collection and reporting of accurate and timely data, including data collection, editing and validation, and reporting	July 2010	July 2010- June 2012	DES AzEIP proposes to maintain this improvement activity as written, but to direct primary focus and support to DDD and ASDB in the next two years.

Provide targeted and general technical assistance through Regional meetings, on-site and phone meetings with TAMS and/or DES/AzEIP staff, written guidance/clarification and other strategies. Technical assistance will address:
  o Policies and procedures,
  o IDEA requirements,
  o Data collection and reporting requirements
  o Data systems and resolution of production issues
	July 2010 and ongoing	July 2010 – June 2012
		
		Provide targeted and general technical assistance through Regional meetings, on-site and phone meetings with TAMS and/or DES/AzEIP staff, written guidance/clarification and other strategies. Technical assistance will address:
		  o Family Rights
		  o Transition
		  o Team-based early intervention
		  o Service Coordination
		  o Financial Matters, including FCP, Medicaid, private insurance
		  o Child Indicators/Child Indicator Summary Forms
		  o Data Collection and Reporting Requirements
			DES/AzEIP proposes that training and technical assistance priorities for the next two years be more clearly defined.